



Financial Services
Purchasing Division
215 N. Mason St. 2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707- fax
fcgov.com/purchasing

LETTER OF TRANSMITTAL

To: Darin Atteberry, City Manager

From: James B. O'Neill II, CPPO, FNIGP
Director of Purchasing & Risk Management

A handwritten signature in black ink, appearing to read "JB O'Neill".

Date: October 19, 2011

Re: North College Westside Sanitary Sewer – Phase II Work Order

Attached find three (3) sets each of contract documents regarding the above-mentioned matter.

The Connell Resources Inc. is under an annual services contract to Utility work.

- a. Any issues or concerns (i.e., banana peels) that should be noted as we enter into the contract. None
- b. Funding—are all project resources secured (in the bank; in the account)? Are there any contract resources that still need to be secured (from pending grants; pending pledges; etc.) Budget and available in Utility fund.
- c. Anything unique that should be noted about the contract. See attached memo for explanation of the work.

Darin, would you please sign the contract documents.
Please call Purchasing, when the contracts have been signed. Thanks.





Utilities
electric · stormwater · wastewater · water
700 Wood Street
PO Box 580
Fort Collins, CO 80522
970.221.6700
970.221.6619 – fax
970.224.6003 – TDD
utilities@fcgov.com
fcgov.com/utilities

MEMORANDUM

DATE: October 17, 2011

TO: Darin Atteberry, City Manager

FROM: Dean Saye, Special Project Manager 

THRU: Owen Randall, Chief Engineer
Jon Haukaas, Water Engineering and Field Operations Manager
Brian Janonis, Utilities Executive Director
James O'Neill, Director of Purchasing & Risk Management 

RE: North College Westside Sanitary Sewer – Phase II

Attached are three duplicate originals of the construction work order for the North College Westside Sanitary Sewer – Phase II for your execution.

The purpose of this work order is to replace an existing sanitary sewer line that is no longer adequately sized for existing development. Major portions of this work order includes the installation of approximately 3,500 lineal feet of 12" diameter sanitary sewer pipe in the Westside of North College Avenue from Alpine Street to Willox Street, reconnection of sanitary sewer services, and restoration of existing surface improvements.

Connell Resources Inc. will be the General Contractor for the work order. Connell is currently under contract with the City of Fort Collins for the Utilities' annual services contract. In accordance with the Utilities' APDS policies, an independent estimate of Connell's work order estimate was conducted by Capstone Planning & Control, Inc. After reconciliation the estimates had less than 2% deviation.

Please let me know if you have any questions regarding this matter. Call me at 217-8116 when the agreements have been signed and I will have them picked up.

Attachments